

Document No. 016  
Approved For Release 2001/04/04 : CIA-RDP78-04718A001000050022-3  
☐ Declassified  
Class. Changed To: TS S C  
Auth: HR 70-2  
Date: NOV 21 1970 By: 03  
3 March 1954  
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MEMORANDUM FOR: Executive, OCD *B*

SUBJECT: OCD Comment for the Improvement of 350-26th Street

1. Air Conditioning

The air conditioning, on the whole, is satisfactory. On extremely warm summer days complaints about excessive humidity in the center of the "Stadium" were received. This situation was alleviated, but not completely eliminated, by placing large pedestal fans near the air conditioning units and pointed toward the center of the building to help blow the cool air into the center area. Use of the sprinkling system on the roof of the building might be of considerable help on hot days. It was put in operating condition in 1952.

2. Ventilation

Circulation of air continues to be a major problem. The air conditioning units are equipped with blower fans which work separately from the cooling coils and are designed to provide for circulation of fresh air during those months when actual air conditioning is not required. Systematic use of these fans should improve the situation.

It is recommended that a PBS engineer or maintenance man be assigned to turn on each of the unit fans every workday, prior to 0830. The louvers at the top of the units should be pointed slightly upward and on warm days (maximum temperature 50° or above) the fresh air ducts should be opened to allow circulation of outside air. On cooler days, operation of the fans will still be necessary but the ducts should be closed so that cold air will not be drawn in.

Further, it is recommended that the air conditioning unit recently installed in the microfilm laboratory, Basement Room 15, be made operative on a year-round basis and that a package air conditioning unit, operating separately from the central system, be installed in the camera room, #7, also to be operative all year-round.

Use of heat generating photographic lights, the need for fairly constant temperature and dust free atmosphere make these installations vital to the operation of the sections involved. An engineer should be sent to consult this Office on the detailed requirements.

Lastly, it is recommended that the air conditioning units in the Stadium be put in shape for summer operation early in April instead of waiting until the latter part of May as is normal government procedure. April and May are generally warm and it seems senseless not to utilize the expensive equipment we have.

3. Trash

The area between the wire fence and the main door to the "Stadium" is continually littered with old boards, lengths of pipe and trash of all types even though three trash containers have been placed there. The bulk of the trash appears to be old construction materials taken out of the "Stadium" by government workmen.

It is recommended that all work forces assigned to the building be instructed, by appropriate authority, to deposit their trash in the cans instead of throwing it out the front door and that Logistics Office arrange to have the area cleaned up on a daily basis.

4. Dirt on Floors

The Stadium is considerably dirtier than the average government temporary building. By the end of the day, a substantial layer of dust may be seen on all surfaces. Normal GSA cleaning standards are not sufficiently effective in a building of this unusual type. While it is realized that PBS has had to reduce its char force because of budget limitations, it is my understanding that CIA can obtain additional char service by reimbursing PBS. - 10


Therefore, it is recommended that CIA request sufficient char force, on a reimbursable basis, to mop the floors at least once a week. Mopping, not sweeping, appears to be the only corrective action which will in any way produce results.

5. Painting of the Walls

Many employees have objected continuously to the "pink" walls in the "Stadium". The Office of General Services informed us, at the time the building was occupied, that CIA did not have the funds to do other than touch-up painting.

OCD concurs, most heartily, in any plan to paint the "Stadium". At best the building is unsuitable as office space and the variety of colors now in it does little to enhance its appearance or improve the morale of its occupants.

It is recommended that the entire "Stadium" be painted in a more suitable color, preferably light green.

  
Assistant Chief, Administrative Staff, OCD

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